Co-Ed's Code

You should bring with you

ESSENTIALS

3 pairs single sheets (contour if you like)
3 pillow cases
1 pillow
1 light weight blanket
6 bath towels
4 hand towels
1 laundry bag
1 bath mat
iron
waste basket
bedspread (usually purchased after arrival)

OPTIONAL

throw rug
clock
radio
phonograph
typewriter
desk lamp
heating pad
curtains (if in Hardin or Sexton, usually purchased after arrival)
medication (if used regularly)

Because of our crowded parking facilities and academic demands, the Student Senate has ruled that our Freshman resident students may not bring a car to the campus.

Please give your friends your correct address:

_____ Dormitory
(Hardin, James, or Sexton)

Sexton Drive

Shreveport, Louisiana

PLEASE DO NOT give Centenary as your address. This delays your mail.

378.763
C333cc
1966/67
Cline
Room

DORMITORY SCHEDULE — 1966 - 1967

Dormitories Open for Fall Semester	Saturday	September 10	1:00 p.m.
Dormitories Close for Thanksgiving	Wednesday	November 23	6:00 p.m.
Dormitories Open Following Thanksgiving	Sunday	November 27	1:00 p.m.
Dormitories Close for Christmas Recess	Friday	December 16	6:00 p.m.
Dormitories Open Following Christmas Recess	Monday	January 2	1:00 p.m.
Dormitories Close for Fall Semester	Friday	January 20	6:00 p.m.
Dormitories Open for Spring Semester	Sunday	January 29	1:00 p.m.
Dormitories Close for Easter Recess	Thursday	March 22	10:00 a.m.
Dormitories Open Following Easter Recess	Monday	March 27	1:00 p.m.
Dormitories Close for Spring Semester	Monday	May 29	10:00 a.m.

The dormitories will NOT be open before the hour shown.

1620072

AWS Council, Judicial Board and Standing Committee Chairmen

President ..... Ellen Victory

Vice-president ..... Marie Junkin

Secretary ..... Deeana Nichols

Treasurer ..... Kay Koelemay

Chairman of the Judicial Board..... Adelle Baillif

President of Hardin Hall ..... Karen Everitt

President of James Dormitory ..... Judy Cato

President of Sexton Hall ..... Patty Burnap

Town Representative ..... Ramona Alam

Town Representative ..... Kathy Nader

Town Representative ..... Janelle Watson

Standing Committee Chairmen:

Co-Ed's Code ..... Mary Lou Poolman

Orientation ..... Ellen Buford

AWS Dormitory Officers and Council Members for 1966 - 1967

	HARDIN	JAMES	SEXTON
President	Karen Everitt	Judy Cato	Patty Burnap
Vice-President	Jennie Wilson	Kay Koelemay	Deloris Carter
Secretary	Kay Reaves	Carol Bartholmey	Jackie Nickel
Treasurer	Glyn Ann Gilcrease	Anita Jewell	Betty Hollis
Publicity Chairman	Becky Brown	Leslie Willson	Carrie Means
Senior Representative	Paula Marshall	Mary Sorrows	Alice Ann Buchanan
Junior Representative	Mary Camille Traweek	Janelle McCammon	Annette Riddle
Sophomore Representative	_____	Nelrose Anderson	Cheryl Love
Freshman Representative	_____	_____	_____

AGREEMENT BETWEEN THE FACULTY AND ASSOCIATED WOMEN STUDENTS

ARTICLE I

We believe that the Associated Women Students will develop a sense of Truth, Honor, Consideration for Others, Personal Responsibility, and Reliability. These are the bases of strong Christian character. They are the ideals of Centenary College. Students are expected at all times to adhere to standards of public and private behavior which will avoid unfavorable reflection on themselves and the College or disturbance to the student body or community. To further these ideals, the Faculty agrees to give the Associated Women Students the authority to control all matters concerning the conduct of resident women students except the following:

A. Strictly academic matters.

B. Social events and entertainments.

C. Household management of the building.

D. Health and safety of students.

E. Use of property, equipment, and grounds.

ARTICLE II

The Discipline Committee reserves the power to suspend or expel students or to act in cases of serious violation of College regulations or standards of conduct. The A. W. S. Dormitory Council shall refer serious cases of discipline to the A. W. S. Judicial Board or to the Dean of Women, and the Dean of Women will present them to the Discipline Committee.

ARTICLE III

The Associated Women Students accepts the responsibility of enforcing such college regulations as pertain particularly to women in residence halls.

ARTICLE IV

All legislation or amendments to the Constitution enacted by the Associated Women Students shall be communicated in writing to the Dean of Women. They shall not go into effect until she has reported to the Association that they are approved by the Administration.

RESIDENCE HALL POLICIES AND RULES

All phases of the women's student government function under the advice and consent of the Dean of Women. Matters of a grave nature are automatically referred to the A. W. S. Judicial Board or the Dean of Women. Please refer to Article I for areas of control.

Each woman student is responsibile for the regulations and policies enumerated, the executive and Judicial responsibility resting in the A. W. S. Dormitory Council. In addition, each woman and the Council are responsible for the spirit of the understanding regarding suitable conduct whether a specific rule is enumerated or not. The decision for action to be taken regarding the conduct of women residing in dormitories will be made by the A. W. S. Dormitory Council, but will be subject to appeal to the Judical Board and Dean of Women. The authority of the Council must be respected and supported by all women students if they hope to discharge the responsibility they have accepted for governing themselves.

RESIDENCE HALL POLICIES

1. Room changes may be made by a student within the first three weeks of the fall semester and within the first two weeks of the spring semester with the approval of the housemother and agreement of all students involved. After this time, requests for changes must be approved by the Dean of Women.

2. Women having completed within two semester hours of the standard requirements may have the privileges of the next classification.

3. Living room, date room, and patio facilities should be used with care and good taste. Women and their dates may use the kitchen in James Dormitory with the permission of the Housemother and if the hostess takes full responsibility for its use and appearance.
4. Women will be held responsible for facilities that they damage or break in the residence halls or patio areas.
5. The dress and conduct of women will be in good taste at all times.
6. As a courtesy, women should notify the housemother when they plan to spend the night in another suite of their own dormitory.
7. Radios and phonographs are to be used only in the suites, date rooms, library, or patios in accordance with Section II, C, 1.
8. When only three women are in a wing in James and five in Hardin or Sexton, the freshmen do not have to keep phone duty if permission is obtained from women who are present.
9. Pets are not allowed in the residence halls.
10. In the best interests of the patient and residents of the dormitory, visitors are not allowed in the infirmary except with the permission of the housemother.
11. Written permission from the housemother must be obtained in order to bring meals from the cafeteria to a dormitory resident. Dishes should be immediately returned to the cafeteria.
12. Decals must not be placed on doors or anywhere except on mirrors.
13. No item is to be hung on light fixtures or thermostats.
14. Dormitory residents are asked to park their cars behind the dormitories.

RESIDENCE HALL RULES

I. PENALTIES

A. Major-Minor System

An accumulation of
Five (5) minors
or
Three (3) majors

will result in a campus penalty on the week-end.

A campus consists of one Friday night from 8:00 p.m. through 8:00 a.m. the following morning in the resident's room with no visitors except her roommate. Long distance or emergency phone calls can be received but the emergency calls must be referred to the housemother for approval. If any person other than a roommate is in the room during the campus, the campused woman will be campused again the following night or following Friday night, as the case may be. A "Campus" sign will be hung on the door to indicate that she is campused and can receive no visitors. Each class representative shall be responsible for checking to see that campus penalties are enforced among the members of her own class.

If, for some reason, a woman cannot take her campus on the assigned Friday, she may change the campus to the next week end but must include both the Friday and Saturday nights.

A campus imposed for special violations shall not cancel an accumulation of lesser penalties; however, a campus imposed for an accumulation of lesser penalties shall cancel all penalties.

B. Penalties shall be:
   1. Reported by any resident of the dormitories or the staff.
   2. Given to the secretary of the residence hall who shall submit them for approval at the next meeting of the AWS dormitory council.
   3. Issued in written form by the secretary and distributed by the council members to the girls who earned the penalties.
   4. Recorded and kept for a year by the secretary.
   5. Sent to the Dean of Women if they result in a campus penalty.

C. A student may come before the dormitory council to present her views.

D. A student may appeal the Council's decision to the A. W. S. Judicial Board if she is not satisfied.

E. Penalties shall not be carried over from one semester to the next except for those received the week before and during final examinations.

F. Any quiet hour violation that is issued to a resident during final examination or dead week will be immediately referred to the Dean of Women.

II. HOURS

A. Residence hall closing hours are:

Monday through Thursday
10:30 — Freshmen, Sophomores, Juniors
11:00 — Seniors

Friday and Saturday
1:00 a.m. — Friday All classifications
12:00 Midnight — Saturday All classifications

Sunday — 10:30 p.m. All classifications

The doors will be locked on Friday night by one of several dormitory students who will be on duty from 12 - 1 a.m. They will be hired by the Dean of Women and will perform the duties necessary for closing the dormitory.

Penalties: (applies to even one second late)

1 through 5 minutes late..... 1 minor
6 through 10 minutes late.....2 minors
11 through 15 minutes late.....3 minors
After 16 minutes ..... a campus

After one hour, the Dean of Women shall be notified and she will place a collect telephone call to the woman's parents. A student should notify the housemother if she is unavoidably detained; however, the matter will be brought before the Council for decision.

B. Special Permissions

1. Dances
   Each woman attending one of the following events may return to her residence hall at 1:00 a.m. by signing out on the AWS Privilege Card: Christmas Dance, Mardi Gras, Homecoming Dance, and the six annual spring formals of the fraternities and sororities.
2. Basketball Games
   To attend out-of-town games during the week, permission must be secured from the Dean of Women.

3. Cultural Events
   Cultural events may be attended without special permission only if the woman can return to her residence hall within thirty minutes after a concert, symphony, or play.
4. Week ends or Holidays
   Women returning from week ends or holiday trips must be signed into the residence hall by 10:30 Sunday night or the following morning in time for their first class. All dormitory meetings must be attended. (See IV, C, 1).
5. Closing hour for all classifications for the *night before the last day of class* before a holiday shall be 11:00 p.m. This does not include days during final examination week.
6. On the night that graduation exercises are held the dormitories will close at 11:00 p.m. for all classifications.

C. Quiet Hours

1. The quiet hours listed below are to be "strict" quiet hours. There should be no disturbing noises during these hours; however, reasonable quiet hours should be kept at all times:

   Sunday through Thursday
   Day: 2:00 - 5:00 p.m.
   Night: 8:00 p.m. - 9:00 a.m.

   Friday through Saturday
   Day: None
   Night: Time of dormitory closing through 9:00 a.m.

   Final Examinations Week: One week prior and during final examination week, constant quiet.

2. Oral warning *must* be given before a penalty is turned into the Council and must be given by the same person that turns in the penalty.

Penalties:

Major for hours listed.
Minor for hours not listed. (Reasonable quiet hours)
When a penalty is issued against a resident, the date and hour must be listed on the notice given to the secretary.

3. Failure to observe a "do not disturb" sign. (Major)

III. USE OF THE TELEPHONES (including Pay Phones)

(Penalty follows each rule.)

A. No telephone, including pay phones, may be used after 12:00, midnight on Friday and Saturday and after 11:00 p.m. on all other nights. (Minor)

B. Emergency calls after 11:00 p.m. must be answered by the proctor who will grant permission to answer the call. She shall linger long enough to determine whether the emergency requires assistance.

C. All long distance calls must be made at the pay phone in the lobby. (Campus)

D. Freshmen will have regular phone duty between the hours of 8:30 p.m. and 10:30 p.m. The student *must* sit at the desk by the phone while on duty. (Major)

Failure to report for phone duty. (Campus)

Late to phone duty. (Major))

More than 15 minutes late to phone duty. (Campus)

E. During the hours between 8:30 p.m. and 10:30 p.m., a five-minute limit will be set on each phone call. The Freshman on phone duty will be responsible for giving the penalty. (Minor)

F. Persons who receive a call are responsible for answering the phone the next time it rings (except during phone duty hours). If this person leaves, she must get someone else to answer the phone, at which time this second person becomes responsible. (Minor)

IV. VISITING

A. General Permission

A general permission form by which parents grant permission for visits out of town, in Shreveport, or for special events during the week, must be signed by each student and her parents and filed with the Dean of Women.

The Dean of Women shall send to each parent or guardian

a form on which they may indicate the type of permission they wish the woman to have. Failure to return the form will make it necessary for a student to obtain written permission from home for every out-of-town, every overnight, and every special event during the week that she wishes to use until the form is filed with the Dean of Women. The permissions granted by this form applies only to the usual hours or days that the student is expected to leave the campus if she desires. Special permission is needed for unusual absences during the times the student is normally on the campus.

B. Special Permission

Special visiting permission not covered in the general form may be secured by written request from parents and sent *directly* to the Dean of Women before permission can be granted. This special permission must be in the office of the Dean of Women by 4:00 p.m. on the date requested.

C. Week Ends

The week end officially begins after the completion of the student's last class of the week and ends *before* her first class Monday morning except when dormitory meetings are held, then the week end will be considered to end at 10:30 p.m. Sunday night.

1. All dormitory meetings must be attended. (Major)
2. A woman must secure the Housemother's approval on an AWS Privilege Card before she leaves the dormitory. The card must be submitted to the Housemother before 8:00 p.m. except in emergencies and may not be left on the desk at any time.
3. No woman may return to the residence hall after closing hours Sunday night or before 7:00 a.m. Monday morning without special permission.

D. Over-night Visits During the Week (Monday—Thursday).

1.' When staying out of the dormitory, an AWS Privilege Card must be submitted by 8:00 p.m. and approved by the Housemother before departure. Exceptions will be handled by the person on duty.

2. When leaving the dormitory, the student shall sign out on the AWS Privilege Card and sign in again immediately upon return.

3. Each month only one over-night visit during the week Monday—Thursday) may be taken.

E. Over-night Visits in Residence Halls are to be Made During Week Ends Only

1. Each woman will assume responsibility for keeping the proper hours and will receive her own penalties with the exception of a non-resident of the dormitories. The hostess should inform her guest of dormitory rules and shall receive penalties issued for the actions of a non-resident visitor.

2. Guest Cards

a. A residence hall woman must

1) Sign out of her dormitory on an AWS Privilege Card and sign in immediately upon return.

2) Sign in to the visited dormitory on a Guest Card and sign out when the visit ends.

3) May not sign out of the visited dormitory for occassions requiring an AWS Privilege Card as she must sign out for such events from her own dormitory.

b. For a non-residence hall woman

1) Her hostess must prepare a card and submit it by 8:00 p.m. of the visiting night. The card must be approved before the guest is registered into the dormitory. Exceptions will be handled by the person on duty.

2) She must sign this card when she concludes her visit indicating departure time.

3. Any parent of a residence hall student may stay in the dormitory guest rooms for a fee of $4.00 for one person and $6.00 for two persons. No adult is allowed to visit in a student's room overnight. Reservations may be made with the housemother.

F. Visits in the dormitory during the day or evening: See E, 1.

G. Men are allowed in the resident hall social rooms only. They may visit during the following hours: (All classifications)
   1. Monday—Thursday — 11:00 a.m. - 10:30 p.m.
   2. Friday and Saturday — 11:00 a.m. - 12:00 midnight
   3. Sunday — 9:00 a.m. - 10:30 p.m.

   No men are allowed behind the swinging doors without permission from the housemother.

H. There shall be no excessive public display of affection in the dormitory areas at any time.

V. REGISTRATION

A. Each woman must register for herself *only.* If a change in registration is necessary, the woman must return and sign out properly, which includes approval of the card by the housemother, or must call the housemother or resident assistant on duty to request the change. (Major) Telephone calls must be the exception and not the regular method of changing registration.

B. Each woman must sign out on the AWS Privilege Card before she leaves the dormitory. The card must be submitted to the Housemother before 8:00 p.m. except in emergencies and may not be left on the desk at any time. She must sign in immediately upon returning. (Late sign-out — minor)
   1. When she plans to leave the Shreveport Metropolitan area at any time, on an AWS Privilege Card. (Major)
   2. After a woman has secured permission to spend the night or a week end away from the dormitory, on an AWS Privilege Card.
   3. After a woman has secured permission to return to the dormitory after closing time, on an AWS Privilege Card.
   4. When she wishes to leave information concerning her destination at any time, on an AWS Sign-Out Card.

C. The AWS Privilege Card must be approved by the Housemother before the student departs.

D. Penalties:
   1. Failure to sign out. (Major)
   2. Failure to sign in. (Minor)

3. Incorrect registry which includes approval by housemother. (Major)
4. Failure to sign in before first class. (Minor)

VI. SAFETY CHECK

A. Upperclass women are proctors. Their duties shall be to
   1. Check phone duty at 8:30 p.m. (Major)
   2. Answer the phone after final closing hour. (Major)
   3. Conduct a safety check in each room at the listed hour to see that each woman is safely in the dormitory and in her room.

B. Each night promptly at
   10:35 p.m. — Sunday through Thursday
   1:05 a.m. — Saturday morning
   12:05 a.m. — Sunday morning
   a safety check shall be conducted by the proctors. All students shall be in their own rooms promptly at the times listed above and stay there until the check is completed. A list of those students for whom the proctor is responsible shall be made available for her and she shall check off each name as she sees each woman, marking those not present with the word, "out." She shall sign this list and immediately present it to the vice-president (or her designee) who, with the proctor, shall take any steps necessary to assure the safety of any woman whose name is not checked off the list. All safety forms shall be signed by the vice-president or her designee and filed with the housemother before 11:00 p.m. each week night and within 20 minutes after the beginning of safety check on other nights. Any woman entering the dormitory after the hours shown above must sign the desk safety check list as she enters.

C. Penalties: (Failure to proctor may be reported by any resident.)
   Failure to proctor correctly. (Major)
   Failure to be in one's room. (Major)
   Failure to sign desk proctor sheet. (Major)

VII. ROOM CHECK. .

A. Room check shall be conducted on Tuesday and Friday, at 10:00 a.m. The following items shall be checked:
1) Beds made, 2) bottles in rooms, 3) light fixtures and thermostats free of items, 4) floors swept, 5) clothing picked up, 6) bathroom clean, 7) items left on floor in shower, 8) desk and dresser surfaces neat and clean.
1 to 3 items unsatisfactory (Minor)
4 or more items unsatisfactory (Major)

B. Monthly room check shall be held on the fourth Tuesday of each month, and the following *additional* items will be checked:
1) mopped floor, 2) clean blinds and mirrors, 3) scrubbed bathroom, 4) bottles in closets.
1 to 3 items unsatisfactory (Minor)
4 or more items unsatisfactory (Major))

VIII. DORMITORY MEETINGS

A. All residents must attend dormitory meetings or secure permission to be absent from the President or Vice-President of the Council before the designated time for the meeting. Failure to attend. (Major)

B. Dormitories wil be closed at 10:30 p.m. on the nights dormitory meetings are held. The week end concludes at 10:30 p.m. on the Sunday that dormitory meetings are held.

C. Arrival after roll call. (Minor)

IX. DORMITORY FACILITIES IN THE RESIDENCE AREAS

A. Piano and Television
The piano may not be used during strict quiet hours. At no time may the piano be used for practice. The television may be used quietly. A courtesy warning must be issued. (Major)
Also see Residence Hall Policy No. 7, page 6.

B. Patio
Quiet hours must be observed on the patio. (Major)
This area also must be kept clean like other residence areas. (Minor)
Chairs may not be removed from the patio.

C. Kitchen
All utensils must be cleaned and returned to the kitchen if borrowed. (Minor)

D. Daterooms
Daterooms may be used any time when men are allowed in the residence halls. All doors to the daterooms must be kept open. (Minor)

E. Cleaning Equipment
All cleaning equipment must be returned to the closets. (Minor)

F. Living Rooms
No soft drinks or other foods are allowed in the living rooms or date rooms. (Minor)

G. Drying Racks
Plastic racks may be used in the bathroom *only* and must be put away for room check. (Minor)

H. Blinds
All blinds must be closed after dark. (Minor)

I. Back Doors
The back doors will be locked and the alarm set at 5:00 p.m. during the months of November through February and at 6:30 p.m. during all other months.

J. Ironing Boards
These must be kept in the ironing rooms. (Minor)

K. Extra Items in Rooms
Small bookcases and files needed for Department of Education Methods and Student-Teaching Courses may be kept in the rooms.

L. Before leaving for a Holiday,
Women are responsible for the following:
1. Locking windows.
2. Closing blinds.
3. Locking closets and doors.
4. Complying with other requests that have been previously announced.
5. Turning in key at end of semester.
(1 Minor for each not done)
6. Remember to sign out. (Major)

INSTALLATION PLEDGES

Prepared by Martha Laird, '47

President's Oath

I do solemnly promise to perform the duties of President of the AWS Dormitory Council to the best of my ability, and in accepting this office I realize and accept all of its responsibilities. I will keep in strictest confidence all matters brought before the Council. I will abide by the AWS Constitution and Co-ed's Code. I will not take advantage of my position to gain special privileges and at all times I will keep my conduct above reproach.

Officers and Council Members' Oath

I do solemnly promise to serve the AWS Dormitory Council to the best of my ability. I will perform all duties assigned to me and keep in strictest confidence all matters brought before the Council. I will abide by the AWS Constitution and Co-ed's Code. I will be fair in all my decisions and act without personal prejudice at all times. I will keep my own conduct above reproach and will work for the good of every woman in Residence Halls.